

Return this completed signed form to:

WV Ethics Commission
210 Brooks Street, Ste 300
Charleston, WV 25301
Phone: (304)558-0664



Employer Representation/Authorization West Virginia Lobbyist 2015-2016

This form must be completed and then signed by both the Employer and the Lobbyist. This authorization is valid through December 31, 2016, unless cancelled, changed or amended in writing before that date.

- ☐ A fee of \$100.00 and this completed Representation/Authorization form is required for each entity that you represent as a lobbyist.
Paid by check ☐ credit card ☐ (This is in addition to the base lobbyist registration fee of \$100.00)
- ☐ Is this your initial registration for this period? If so, a completed Lobbyist Registration Statement (LRS-1) must accompany this form.
- ☐ Is this an additional representation? A Lobbyist Registration Statement marked **Amended** must accompany this form.

If you have questions about completing this form, contact the Ethics Commission at (304)558-0664 or go to www.ethics.wv.gov. See attached instructions for more information. Incomplete forms will be returned.

1. Lobbyist name as listed on Lobbyist Registration Statement

Lobbyist name _____ Registration number (if known) _____

Email: _____ phone: _____ fax: _____

2. Represented Employer, Organization or Association

► Name _____
Complete name of represented **Employer, Organization or Association**

► Mailing address: _____ phone: _____
_____ fax: _____

► Occupation or type of business: _____

► Provide a general description of the subjects, topics or issues which will be the focus of your lobbying efforts:

3. Lobbyist information for this employer/authorization

► Check only one: _____ Retained solely as lobbyist
_____ Unpaid volunteer
_____ Regular employee (duties include, but are not limited to, lobbying)

► Is the lobbyist employed or retained under any agreement, arrangement or understanding by which any compensation paid to the lobbyist is contingent upon the success of his or her lobbying activity?
Yes _____ No _____ Not applicable _____

► **Lobbyist Signature: X** _____ Date: _____

4. Employer certification

I certify that the **lobbyist named above is authorized** to lobby on the employer's behalf, and that to the best of my knowledge, the information hereon is true, correct and complete.

► **Employer Signature: X** _____ Date: _____

Type or print name: _____ Title: _____
Email address: _____

Lobbyist Employer Representation/Authorization Information and Instructions

General information

Lobbyists are not permitted to lobby until they are registered with the West Virginia Ethics Commission and complete training requirements. The Ethics Act places responsibility on the one who employs a lobbyist to see that the lobbyist is registered before any lobbying is done on the employer's behalf. It is a violation of the Act to employ a person who is not registered as a lobbyist to lobby unless the person registers as soon as possible before lobbying and otherwise complies with all registration and reporting requirements.

Reporting by the lobbyist is required

The employer is responsible for ensuring that any lobbying-related expenditures which it makes, and which are required to be reported, are reported by its registered lobbyist. *[For example: A lobbyist's employer holds a reception for all legislators. The employer pays all expenses directly and the lobbyist has no involvement except to attend and speak with the legislators. The lobbyist must report the total cost of the reception on his/her Lobbyist Activity Report.]* Expenditures which are required to be reported are set forth in W.Va. Code §6B-3-4 and in Legislative Rule 158 CSR 12.

Lobbyists must report lobbying activities and expenditures three times a year as follows.

May 15: for the period from January 1 through April 30.

September 15: for the period from May 1 through August 31.

January 15: for the period from September 1 through December 31.

Lobbyist Activity Report deadlines are strictly enforced. Fines of **\$10.00 per business day** are levied for late filing (up to a maximum of \$250). Reporting through email is accepted, although the lobbyist is required to keep the original Lobbyist Registration and Employer Registration forms for two years in the event of an audit.

Forms sent via fax will not be accepted.

Notify the Ethics Commission promptly of any email or mailing address changes or corrections. All forms and reports are available on the Ethics Commission website at www.ethics.wv.gov.

Representation acceptance

When this form and the lobbyist registration fee and employer representation fee are accepted by the Ethics Commission, the lobbyist is then registered to represent the employer. This registration is valid through December 31, 2016, unless terminated in writing before that date.

Registration expiration

Lobbyists are required to re-register in odd-numbered years.

Questions

Questions regarding lobbyists, registration, and reporting may be directed to the West Virginia Ethics Commission, 210 Brooks St., Suite 300, Charleston, WV 25301. Telephone: (304)558-0664. Email: Teri.L.Anderson@wv.gov. Website: www.ethics.wv.gov